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Class Specifications
for the Class:

PAYROLL/VOUCHER SPECIALIST

DISTINGUISHING CHARACTERISTICS

Positions in this class are located in the State's central accounting division and serve as the central, statewide point of coordination and control for all payroll or voucher/contract pre-audit activities; and exercise authority for final approval of payments for all Executive branch departments in the State of Hawaii. Positions in this class may also exercise authority and final approval for payroll or voucher/contract payments for counties or other jurisdictions.

The work involves the interpretation of State and federal laws, rules and regulations; the establishment, monitoring and update of controls to ensure proper examination of expenditure claims for propriety and legality; certification of claims relative to the expenditure of State funds for payroll, voucher/contract claims; and coordination with information technology personnel and others to update and maintain the State's central payroll or vouchering system.

Positions are typically responsible for the State's payroll or vouchering function and related activities within the central accounting agency, including supervision over a staff of subordinate workers performing work in the pre-audit of payroll or voucher/contract claims.

EXAMPLES OF DUTIES: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Supervises the examination and auditing of voucher and contract claims against the State to ensure that they are legal, proper and compliant with pertinent State and federal laws, rules, and regulations and the State's Procurement Code.
2. Supervises the examination and auditing of all payroll and payroll-related documents to ensure that they are legal and proper and conform to the requirements of the various taxing jurisdictions (e.g., Internal Revenue Service, Social Security Administration, Hawaii Department of Taxation, Department of Labor and Industrial Relations).
3. Reviews and approves payrolls, vouchers or contracts on a statewide basis to

- ensure that they meet the system requirements of the statewide payroll or accounting system.
4. Advises departmental payroll or fiscal offices on payroll, voucher or contract issues and provides options for problem resolution.
 5. Identifies training needs; develops and conducts training for departmental staff and others on payroll or voucher/contract pre-audit processing procedures or system changes.
 6. Participates in the development and implementation of changes to the central payroll or accounting system; participates with information technology specialists to develop and test system development projects.
 7. Meets with the representatives of all State Executive Branch departments and agencies, county and other jurisdictions to interpret and explain rules and regulations, laws and procedures, and discusses problems in the processing of claims.
 8. Reviews changes in collective bargaining agreements, State and federal laws, rules, and regulations; and updates processes, policies and procedures, operational manuals and instructions.
 9. Serves as the functional representative in meetings with other jurisdictions or other entities (e.g., labor unions, employee benefit plan administrators, vendors) on payroll or voucher/contract matters.
 10. Consults with counsel in the Department of the Attorney General on matters requiring legal interpretation and drafts requests for opinions.
 11. Prepares reports on operations.

KNOWLEDGE AND ABILITIES REQUIRED: The knowledge and abilities required in order to effectively perform the key duties for the class are indicated in the following table. The degree of each knowledge and ability required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in the class.

*“P” indicates prerequisite knowledge and abilities, which must be brought to the job.
“A” indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.*

KNOWLEDGE OF:		
1.	State and federal laws, rules and regulations pertinent to voucher, contract, and/or payroll pre-auditing activities.	P
2.	Claims pre-audit policies and procedures.	P
3.	Report writing.	P
4.	Principles and practices of supervision.	A
ABILITY TO:		
1.	Plan, organize, direct, control and coordinate the pre-audit of payroll and/or voucher/contract claims	P
2.	Understand, interpret and apply laws, rules and regulations pertinent to the pre-audit of expenditure claims against the State.	P
3.	Evaluate operations and recommend changes for improvements.	P
4.	Effectively deal with issues of work load and emergency deadlines, and maintain appropriate controls.	P
5.	Develop new or revised policies and procedures	P
6.	Prepare written reports, correspondence, and other official documents	P
7.	Communicate clearly and effectively with others, orally and in writing.	P
8.	Plan, assign, and evaluate the work of subordinates.	A

MINIMUM QUALIFICATION REQUIREMENTS

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor’s degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional, technical or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must possess progressively responsible experience of the kind, quality and amounts described below, or any equivalent combination of training and experience:

Experience: Three and one-half (3 – 1/2) years of progressively responsible work experience in one or a combination of the following:

1. Work experience which involved the analysis, verification, examination, and/or authorization of claims for the expenditure of funds for payroll, voucher, contract, or other claims for completeness, accuracy, legality, and propriety; or
2. Professional accounting or auditing work experience.

Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed

1. A bachelor's degree from an accredited college or university with a major in accounting or auditing may be substituted for six (6) months of Specialized Experience.
2. A master's degree from an accredited college or university in accounting or auditing may be substituted for one and one-half (1-1/2) years of Specialized Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the class specifications and minimum qualification specifications for the class CLAIMS PRE-AUDIT SUPERVISOR which were approved on November 11, 1990 and March 1, 1971, respectively; and a change in class title to PAYROLL/VOUCHER SPECIALIST.

DATE APPROVED: 4/23/15

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for JAMES K. NISHIMOTO, Director
Department of Human Resources Development